



NHBC Staff Association  
Membership rules

# Values and purpose of your Staff Association

The Staff Association (SA) is the trade union for all employees of NHBC. It exists to maintain and improve the status, remuneration and conditions of employment of staff at NHBC, and to promote and protect the interests of its members.

It acts in accordance with a set of core values:

### 1. Stronger together

The central point of unionism; the more members we represent, the stronger our voice.

### 2. Member led

Members actively and democratically shape our work and decision making.

### 3. Resolute

Our representations will be purposeful and determined.

### 4. Considered

Our work will be reasoned and well researched, balancing the needs of all our members.

## Membership of your Staff Association

The SA is a membership organisation, with members drawn from NHBC employees. Members choose to join the Association and pay a small monthly subscription fee.

The SA executive team reserves the right to refuse membership of or partially exclude any person employed by NHBC where, in the opinion of SA executives, there would exist a conflict of interest between the interests of the SA and NHBC. A list of excluded roles is contained in the SA Constitution.

All applicants for membership must agree to act in accordance with the Constitution and these Membership Rules. Signing and submitting an application form for membership of the SA is your agreement to these terms and conditions.

Members wishing to play a more active part in the direction of the SA may then stand for election in their constituency during elections, following successful completion of their probationary period with NHBC.



## Supporting your Staff Association

You are the SA; because without members, the SA does not exist.

Aligned to our values, we believe we are **stronger together**, and that the more staff are represented by the SA, the stronger our voice is in our dealings with NHBC; and the stronger our voice, the more **resolute** we can be in our representation of you.

As a **member led** organisation, your views and opinions actively shape our direction and decision making; taking a **considered** approach to our work that represents the best interests of all staff within NHBC.

## Your membership rules

By becoming members, members agree:

- **To** uphold the core values of the SA;
  - **To** advocate SA membership to non-members as appropriate
  - **To** take part in the SA's democratic processes
  - **To** help shape the SA's direction and objectives through consultation
  - **To** recognise that the SA must represent the best interests of all staff at NHBC (and not specific personal issues, especially where these may go against wider objectives)
- **Not to** actively obstruct or work against the objectives of the SA

Where members disagree with the collective direction or objectives of the SA, they may affect change by exercising their democratic rights outlined in the Constitution. These include the right to seek a vote of no confidence in the SA's elected representatives and executive team.

# Your services and support

Members of the SA are entitled to:

- Help from SA representatives during formal employee relations processes
- Collective representation to NHBC by the SA representative team in consultations and negotiations
- Additional member-only benefits:
  - Free legal helpline and legal insurance
  - Prize draw

All services are provided on a member-only basis, with the exception of representation during redundancy, where the SA commits to represent all NHBC staff.

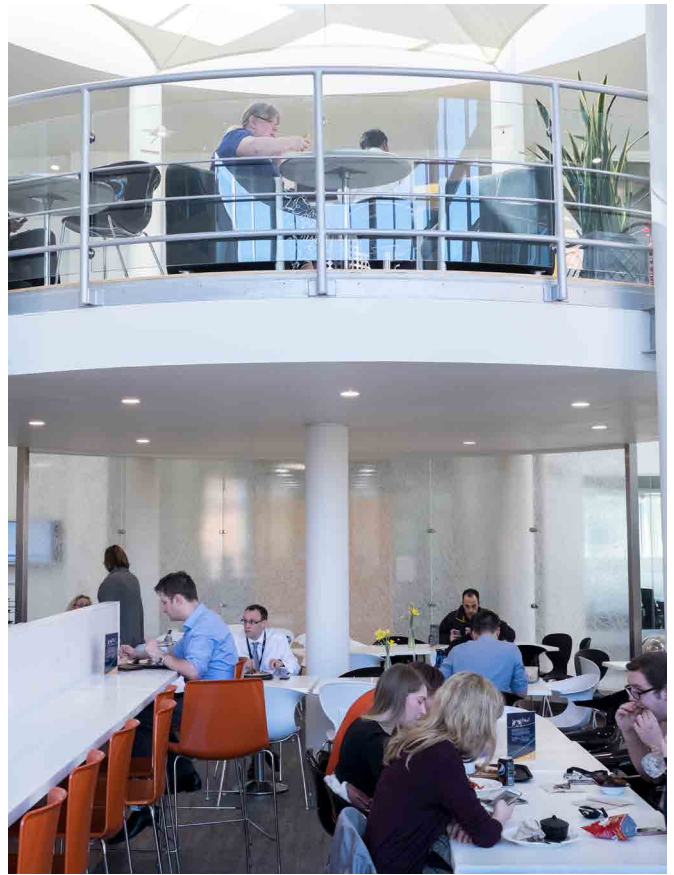
Any member subject to disciplinary investigation or appeal, or other formal employee relations processes, may be represented by another employee of NHBC but is not entitled to be represented by a member of another trade union.

## Access to your services

All members are able to access general advice and representation on formal employee relations matters from the point they submit a signed membership form.

Submitting a form then triggers the deduction of the member's fee through payroll.

Access to the free legal helpline and to the quarterly prize draw is restricted to members who have demonstrated an on-going commitment to the SA by contributing fees for six months or more.



## Revocation of your membership

Any member breaking a rule or acting prejudicially to the SA may, after investigation by the SA Executive team, have their membership and access to services removed with immediate effect.

Members whose status is revoked may appeal against the decision in writing to the full SA Representative Committee, at which none of the Executive team shall exercise a vote. Further investigation may be necessary. The Committee's decision is final.

## Resignation of your membership

Members of the SA automatically cease membership on leaving the company.

Membership can be terminated by the member during their employment by formally writing to the Chairperson of the SA. This will trigger membership fee deductions to cease at the next available pay roll cut off.

Membership will cease at the end of the calendar month after the last fee payment is received. Overpayments may be reimbursed on request.

Entitlement to support will cease once membership has fully lapsed.



## Continuation of your services

Where SA members are subject to on-going employee relations matters at the point they leave NHBC, and their case is active with an SA representative, they will be entitled to continued service and access to the free legal helpline if they wish, until their case is resolved.

Where former members no longer working at NHBC wish to raise a grievance against NHBC relating to their employment at (and/or dismissal from) the company, the SA may choose to offer support at its discretion, including access to the free legal helpline.

Where current or former members opt to take legal action against NHBC, the SA will conform to legal requirements and processes as necessary, but will no longer represent the member directly.

## Resolving your disputes

In the event that you may enter dispute with the SA, you are entitled to **complain to Certification Officer for Trade Unions and Employers Associations**. The Officer is independently appointed by the Secretary of State. The Officer's decision is final.

## Statement of Financial Regulation

**Statement to members issued in connection with the SA's annual return, as required by Section 32a of Trade Union and Labour Relations (Consolidation) Act 1992**

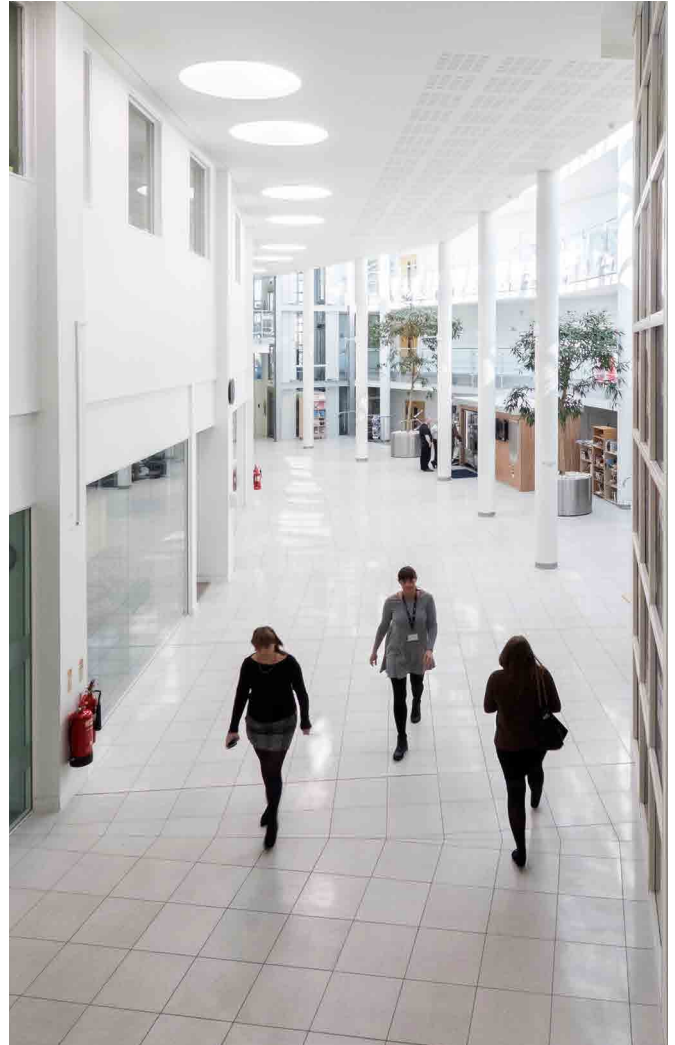
The SA's accounts are published on the Certification Officer's website.

No member of the SA committee or executive is paid any amount in respect of salary or benefits.

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Staff Association may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with: the officials of the Staff Association; the auditors of the Staff Association; the Certification Officer; and the police.

Where a member believes that the financial affairs of the Staff Association have been or are being conducted in breach of the law or in breach of the rules of the SA, and contemplates bringing civil proceedings against the SA or responsible officials or trustees, they should consider obtaining independent legal advice.



## For more details

For more details, please refer in the first instance to the **SA Hub pages** and **Constitution**, which may address your questions.

The Constitution in particular expands upon much of the detail associated with processes and procedures detailed above.

If your query remains unanswered, please contact the SA Chairperson, another member of the SA executive team, or email [staffassociation@nhbc.co.uk](mailto:staffassociation@nhbc.co.uk).